



DEPARTMENT OF THE ARMY
WASHINGTON, D.C. 20310

HQDA Ltr 600-04-1

SAMR-ZA

3 March 2004

Expires 3 March 2006

SUBJECT: Identification Cards

SEE DISTRIBUTION

1. Purpose.

a. This letter provides additional policy and procedures and delineates responsibilities pertaining to the use, preparation, and disposition of Army Civilian ID Cards (DA Form 1602) for the three categories of individuals noted below. This letter is intended to clarify the guidance contained in AR 600-8-14, Identification Cards For Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, 20 December 2002. This HQDA letter does not alter benefits or entitlements. The policy and procedures contained in this HQDA letter will be in effect for 2 years from the effective date.

- (1) A family member of a current DA civilian employee.
- (2) A retired DA civilian employee.
- (3) A family member of a retired DA civilian employee.

b. A family member of a civilian for the purpose of DA Form 1602 is:

- (1) A spouse of an employee or annuitant.
- (2) An unmarried dependent child under 22 years of age, including an adopted child or recognized natural child.
- (3) A stepchild or foster child who resides with employee or annuitant in a regular parent-child relationship.
- (4) An unmarried dependent child, regardless of age, who is incapable of self-support because of a mental or physical disability that existed before age 23.

2. Applicability. This clarification applies to the Active Army, the Army National Guard, and the United States Army Reserve for CONUS-based civilians employed by or retired from the Department of the Army.

3. Proponent and exception authority. The proponent of this HQDA letter is the Assistant Secretary of the Army, Manpower and Reserve Affairs. The Deputy Chief of Staff, G-1 (DCS, G-1) has the authority to approve exceptions or waivers to this HQDA letter that are consistent with controlling law and regulations. The DCS, G-1 may delegate this approval authority, in writing, to a division chief within the DCS, G-1 or a direct reporting unit or field operating agency of the DCS, G-1 in the grade of colonel or the

civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the DCS, G-1. Refer to AR 25-30 for specific guidance.

4. References.

a. Required publications are listed as follows: AR 600-8-14, Identification Cards for Members of the Uniformed Service, Their Eligible Family Members, and Other Eligible Personnel. (Cited in para 1a.)

b. Referenced forms are listed as follows:

- (1) DA Form 1602, Civilian Identification.
- (2) DA Form 3434, Notification of Personnel Action-Nonappropriated Funds.
- (3) DD Form 577, Signature Card.
- (4) DD Form 1172, Application for Uniformed Services Identification Card—DEERS Enrollment.
- (5) SF-50-B, Notification of Personnel Action.

5. Responsibilities.

a. The heads of HQDA agencies, major Army commands (MACOMs), and Army garrison commanders will serve as the approving authority for the DA Form 1602 and determine which activity will serve as the issuing agent for the DA Form 1602 within their respective agency, command, or garrison. The authority for approving the issuance of a DA Form 1602 for the three categories of individuals stated in paragraph 1 may be further delegated.

b. The approving authority will provide written guidance to the issuing agent defining parameters for issuance of the DA Form 1602 issued to the three categories of individuals listed in paragraph 1.

c. The Military Personnel Center will be the designated issuing agent for HQDA and field operating activities (FOA) located in the Pentagon and satellite locations within the National Capital Area. The Military Personnel Center is located in the Taylor Building, room 9W20, 2531 Jefferson Davis Highway, Arlington, Virginia.

d. The Department of the Army civilian employee or the retired Department of the Army civilian employee will be the sponsor for family members.

6. Policy.

a. Upon approval from the installation or activity and at the request of the eligible sponsor (current or retired DA civilian employee), the DA Form 1602 may be issued to those categories of individuals listed in paragraph 1. The DA Form 1602 will be issued on an as-needed basis only as determined by the approving authority. For instance, if the installation allows patronage of morale, welfare, and recreation (MWR) facilities by DA civilians, retirees, and family members, then the DA Form 1602 assists the MWR employees in identification of these patrons.

b. Each individual must be physically present at the time the DA Form 1602 is issued to obtain a current photograph. The sponsor must accompany the family member.

c. This identification card is not covered by a cross-service agreement. Only Army installations and activities may issue the DA Form 1602.

d. Individuals that are delegated the authority to approve the issuance of a DA Form

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1602 must have a completed DD Form 577 (Signature Card) on file with the designated issuing agent.

7. Issuance procedures.

a. A sponsor requests issuance of the DA Form 1602 using the Application For Uniformed Services Identification Card—DEERS Enrollment (DD Form 1172). Appendix A prescribes instructions for completing the DD Form 1172 to obtain an Army ID card (DA Form 1602). One DD Form 1172 should be used to issue DA Forms 1602 for all family members and the sponsor (retiree). Separate forms for issuance of each DA Form 1602 are not required or recommended.

b. A copy of their SF-50-B (Notification of Personnel Action) or DA Form 3434 authenticates the sponsor's status as an Army civilian employee or retiree. For retired NAF civilian employees, an alternate proof of status is the retirement letter issued by the NAF Employee Benefits Office. If the DA Form 3434 or letter cannot be located, the individual may request a copy of the letter from NAF Employee Benefits Office, U.S. Army Community and Family Support Center, 4700 King Street, Alexandria, Virginia 22407. The issuing agent matches the social security number on the SF-50-B or DA Form 3434 to the DD Form 1172. Verification of identity by the presentation of government-issued, photo identification, such as a driver's license, is required prior to issuance of the DA Form 1602.

c. The DA Form 1602 is completed as follows:

- (1) Installation or command and address: Name of the installation.
- (2) Name: Recipient's name.
- (3) Status: "DA CIV RET", "Family Member DA CIV", or "Family Member DA CIV RET", as appropriate.
- (4) The expiration date of the ID Card will be the shortest of any of the following:
 - (i) The specified length of the employment.
 - (ii) Two years.
 - (iii) The date the dependent is no longer eligible (for instance, no longer qualifies as a dependent).
- (5) Unit, Section, Branch or Activity: "ACCESS TO U.S. MILITARY FACILITIES OVERSEAS SUBJECT TO STATUS OF FORCES AGREEMENT."
- (6) The SSN block on the DA Form 1602 will not be used. No SSN is to be affixed to the DA Form 1602.
- (7) Reverse side: Completed with applicant's information. Fingerprints are not used.

8. Turn-in procedures. When the DA civilian employee is transferred, retires, resigns, or otherwise leaves employment with the Department of the Army, the employee will turn in the dependent's DA Forms 1602 to the issuing agent.

Appendix A

Instructions for Completing DD Form 1172

This appendix provides instructions for completing the DD Form 1172, which is an application for the DA Form 1602. The instructions appear in figure A-1 below.

Section I Sponsor Information (reflects information regarding the DA civilian sponsor)

1. Name of DA civilian employee or retiree
2. Sex
3. SSN
4. Status: Sponsor status is either: "DA CIV" or "DA CIV RET"
5. Army
6. N/A
7. N/A
8. N/A
9. DA Form 1602
10. Leave blank – will be filled in by ID Card issuing agent
11. N/A
12. N/A
13. Current residence address
14. Supplemental address information
15. City
16. State
17. Zip code
18. Country
19. N/A
20. Home telephone number
21. Date of birth
22. N/A
23. Color of eyes
24. Color of hair
25. Height
26. Weight
27. N/A
28. N/A
29. Date entered on duty at current assignment
30. New expiration date (leave blank – to be filled in by issuing agent)
31. N/A
32. N/A

Section II (Family Member Information)

33. Name of family member
34. Sex
35. Relationship
36. N/A
37. Leave blank – will be filled in by ID Card issuing agent
38. N/A
39. N/A
40. Current residence address
41. Supplemental address information

Figure A-1A. Instructions for Completing DD Form 1172

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- 42. City
- 43. State
- 44. Zip code
- 45. Country
- 46. Home telephone number
- 47. Date of birth (only needed if other than spouse to determine expiration date)
- 48-51 N/A
- 52. Color of eyes
- 53. Color of hair
- 54. Height
- 55. Weight
- 56-57 N/A
- 58. Expiration date completed by the issuing agent
- 59-60 N/A
- 61. Complete appropriate blocks for next family member, if applicable.

Section III Sponsor Declaration and Remarks

- 89. N/A
- 90. Applicant signs
- 91. Date signed

Section IV Verified By

- 92. Name of delegated approval official for the sponsor's unit or activity.
- 93. Pay grade of approving official
- 94-96. N/A
- 97. Duty phone no of approving official
- 98. Address of sponsoring activity
- 99. Signature of approving official
- 100. Date verified by DA Form 577 on file.

Section V Issued By

- 101. Name of individual authorized to issue the DA Form 1602
- 102. Pay grade
- 89. Name of office issuing the DA Form 1602
- 104-105 N/A
- 106. Duty phone no.
- 107. N/A
- 108. Signature of the issuing official
- 109. Date of issue

Section VI Receipt

- 110. Signature(s) of recipient of the DA Form 1602

Figure A-1B. Instructions for Completing DD Form 1172—Continued

By order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

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CF:

Commandant

- U.S. Army Logistics Management College
- U.S. Army Recruiting Command
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